

# ***Green Trees for The Golden State***

**2005/2006**

## **Pre-Proposal GUIDELINES AND APPLICATION**



**Urban and Community Forestry Program  
California Department of Forestry & Fire Protection**



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## Grant Program Overview

**Introduction:** The purpose of the 2005/2006 *Green Trees for The Golden State* grant program is to provide funding for urban and community forestry tree planting projects and up to three years of initial maintenance. Preference will be given to the planting of trees that provide greater air quality benefits and to urban forestry projects that provide greater energy conservation benefits.

**Application Process:** This application process consists of two parts.

Part one: A pre-proposal submitted to the CDF Urban Forestry Program Administrator summarizing the project, including a detailed budget, and timeline.

Part two: If requested by the Urban Forestry Field Specialist, a full and more detailed proposal will be submitted to the Urban Forestry Program Administrator for a final decision. Additional full proposal details will be outlined by the Urban Forestry Field Specialist at the time of the request.

**Eligible Applicants:** Eligible applicants include cities, counties, districts and non-profit organizations. Non-profit organizations must have 501c(3) status and provide proof of tax exemption.

**Grant Funding:** Grants are for cost associated with the purchase and planting of trees, and up to three years of care which ensures the long-term viability of those trees.

**Minimum/Maximum Award:** The minimum award is \$7,500. There is no set maximum award.

**Matching Fund Requirement:** A cost sharing match rate of between 10 and 75% must be shown in the form of hard and/or soft match dollars. Supporting documentation is required. Federal dollars cannot be used as the reported cost share.

**Application Deadline:** Pre-proposals will be accepted immediately. Proposals will be funded as approved until such time as all available funds are encumbered. No pre-proposals will be accepted after March 31, 2006 or after all funds are encumbered, whichever happens first.

**Grant Notification:** Notification of the request for a full detailed proposal will be made within 60 days of receiving a pre-proposal.

**Grant Period:** Projects may be initiated upon execution of the grant agreement by the grantee and the grantor (CDF) and must be completed by March 31, 2008.

**Grant Payments:** Payments are made on a reimbursement basis and will be for actual expenses incurred based on receipts, less 10% withheld until project completion. Grant recipients will be required to use their own operating funds to cover startup expenses until invoices are reimbursed by the State.

**Reporting:** Progress reports and a final completion report are required. The completion report must be submitted within 30 days of project completion or by March 31, 2008, whichever comes first.

## Introduction

**Administration:** To receive a grant, successful applicants must enter into a grant agreement with the Director of the California Department of Forestry and Fire Protection. Grant recipients must agree to complete their project and allow for periodic inspections. In return, the Director agrees to share the cost of the project. Grant recipients will also be required to obtain a resolution from their Board of Directors, City Council, or Board of Supervisors authorizing their project and designating a person, responsible for the project, to sign legal documents. This designated individual will be the only official representative of the grantee.

### Program Administrator:

Glenn Flamik, Urban Forestry Program Administrator  
California Department of Forestry and Fire Protection  
Post Office Box 944246  
Sacramento, CA 94244-2460  
Telephone: (916) 651-6423  
Email: [glenn.flamik@fire.ca.gov](mailto:glenn.flamik@fire.ca.gov)

**Technical Assistance and Urban Forestry Field Specialist:** For technical assistance in preparing the pre-proposal, applicant must contact the Urban Forestry Field Specialist located nearest to the proposed project:

Glenn Flamik, Sacramento	(916) 651-6423	email: <a href="mailto:glenn.flamik@fire.ca.gov">glenn.flamik@fire.ca.gov</a>
Darla Mills, Fresno	(559) 243-4109	email: <a href="mailto:darla.mills@fire.ca.gov">darla.mills@fire.ca.gov</a>
John Melvin, Riverside	(951) 320-6124	email: <a href="mailto:john.melvin@fire.ca.gov">john.melvin@fire.ca.gov</a>

## Eligibility

**Eligible Applicants:** Cities, counties, districts, and non-profit 501c(3) organizations are eligible.

**Eligible Projects:** Grants are for cost associated with the purchase and planting of trees, and up to three years of care which ensures the long-term viability of those trees. All of the following conditions must be met for a proposed project to be eligible for a grant:

- (a) A project must be located in an urban area or immediately adjacent to an urban area if substantial benefits of the project are to accrue to residents of the urban area.
- (b) The project has a commitment for active participation from one or more of the following: local residents, local business, or local government.
- (c) The applicant has complied in all respects with all applicable local and county ordinances.
- (d) The applicant has entered into an agreement with the owners of the land for access to the land for three years.
- (e) The applicant has complied with all applicable state and federal laws and regulations, including CEQA.

**Ineligible Projects:**

- Any project designed to supplant rather than supplement existing local agency activities. Such ineligible practices shall consist of any request to take the place of a regular or ongoing fiscal commitment to a program or project by a local government.
- Planting trees that require maintenance such as: watering, fertilizing, exterminating, or controlling plant pests and diseases in order to survive, if no public or private entity has agreed in writing to provide such maintenance measures for at least two years after planting is completed.
- Projects that plant trees that will eventually conflict with overhead utilities or ground located infrastructure.

**Eligible Costs:**

**The following dollar amounts are average costs for the entire State. Actual costs for your location may be higher and will be considered for funding. If your actual costs exceed these averages, please explain in the narrative.**

- **Trees and planting materials:**
  - Total cost to State for each #15 or equivalent purchased tree not to exceed \$55 per tree or as agreed to by the CDF Urban Forestry Field Specialist. #15 trees are the average size being considered. Other sizes and costs will be considered on a case-by-case basis.
  - Total cost to State for planting and maintenance materials are not to exceed \$20.00 per tree. Planting materials may be: Stakes, ties, and root collar protectors proportional to number of trees being planted; wood chip surface mulch to conserve soil moisture and inhibit weed growth, soil amendments and fertilizers in areas of hard clay soil or sandy soil; Soil where needed to complete backfill; watering tools; and hand tools.
  - Limited labor directed to tree planting and maintenance on project. Cost to State not to exceed \$30.00 per tree.
  - Soil additives (organic materials may be allowed in some cases as mulch if use is agreed to by both the California Department of Forestry and Fire Protection (CDF) and the applicant.)
- **Administration and overhead costs (for non-profit applicants only).**
  - A maximum not to exceed 10% of total State reimbursement. Administrative overhead costs include items such as payroll administration, human resources, computer support, financing, and office support.
- **Education and signage**
  - Purchase, development and distribution of project specific education materials may be funded pending relevance to the scope of the proposed project. A maximum not to exceed 5% of total State reimbursement.
  - Proposition 12 sign construction and materials. Cost to State not to exceed \$1,000.

- **Concrete removal and other special concerns**

In projects where the planting of trees involves the removal of asphalt, concrete paving, or another special concern, reimbursement cost may be available. Applicant must demonstrate that no alternative exists to plant trees in another nearby location that may be more suitable.

**Ineligible Costs:**

- Root barriers – chemical, or solid
- Tree grates and decorative tree guards
- Disposal costs of woody debris
- Irrigation valves, pumps, sprinkler control timers or elaborate irrigation systems.
- Fertilizer, unless approved by the CDF Urban Forestry Field Specialist.

### **Matching Fund Requirement**

A cost sharing match rate of between 10 and 75% must be shown in the form of hard and/or soft match dollars. Supporting documentation is required. Federal dollars cannot be used as the reported cost share.

(a) CDF will finance at least 25 percent of the costs of eligible planting projects if the maintenance necessary for survival is guaranteed by the applicant to be provided for two (2) years from the completion of planting. Maximum of 70% State finance.

or

(b) CDF will finance at least 50 percent of the costs of eligible planting projects where the required maintenance is guaranteed by the applicant to be provided for three (3) years or more from the completion of planting. Maximum of 90% State finance.

(c) Additional funds are available at the rate of 15 percent of the project's cost for each of the following criterion, provided that the cost-share rate for projects with a two (2) year maintenance commitment does not exceed 70 percent of the project cost, and 90 percent for all other projects.

- The project provides urban forest resources to areas where such resources are absent, or replenishes such resources where they are badly depleted
- The project demonstrates innovative techniques for developing and managing urban forest resources that can be duplicated in other urban areas
- The project uses trees or other vegetation to reduce consumption of finite energy resources, or to produce energy and other products from urban forests
- The project is located in an area with an unemployment rate in the relevant census tract that exceeds the average unemployment rate for urban areas in California and provides jobs for currently unemployed persons
- The project is educational in nature and develops public awareness of the need for managing urban forest resources

## Pre-Proposal Application Procedure

All pre-proposal application materials should be typed in a legible font size (12-point Times New Roman is recommended) on white or unbleached 8-1/2 x 11-inch paper with one-inch margins. Keep your proposal to the suggested length and do not attach unsolicited materials. Use bolded section headings and subheadings in your project narrative and organize the proposal materials in the same order as presented below (#1-4). Do not enclose materials in folders or binders.

Each applicant must submit a pre-proposal packet via hard copy and electronic copy, including the following materials:

- Via mail to the Program Administrator (Glenn Flamik), Pre-proposal (one page cover sheet, two page narrative, budget, and timeline).
- Via electronic copy to the [glenn.flamik@fie.ca.gov](mailto:glenn.flamik@fie.ca.gov), Pre-proposal (one page cover sheet, two page narrative, budget, and timeline) emailed (preferable method), or saved to a disk, in Microsoft Word 97, 2000, or XP format. Pre-proposal may also be saved as an Adobe Acrobat PDF file if created in another word processing application other than Microsoft Word.

**Pre-Proposal Instructions:** Pre-Proposals must include the following in the order listed:

1. **Cover Sheet** (Form #1) signed by the applicant's authorized representative.
2. **Project Narrative** (no longer than two pages) describing your project and including the following headings in the order given:
  - Project Goals, Methods, and Expected Results;
  - Need and Expected Benefits to the Community;
  - Nature and Level of Community Participation;
  - Explanation of Expenses;
  - Project Description, including all the following:
    - Location and Description of the Planting Site(s) (e.g., current treescape, presence of overhead wires, soil conditions, tree-well dimensions, etc.) Enclose project map(s), including marked planting locations, and photographs of each planting site.
    - Number, Size, and Species of Trees (full botanical name: genus, species, and variety, if applicable).
    - Proposed Method of Planting and Staking the Trees. Describe any special site preparations that may be required, including protection against vandals, rodents, etc.
    - Source of Technical Expertise and Advice you will use for proper methods of planting and maintaining the project trees.
    - Proposed Short-Term and Long-Term Maintenance Plans, including watering, weeding, stake adjustment or removal, and pruning, etc.

- Describe any Educational or Public Awareness Program you plan to undertake as part of this planting project, including distribution of educational materials if applicable.
- 3. **Itemized Budget** (Form #2) giving as much cost-breakdown as possible. For tree planting costs, contact nurseries to get estimates of tree stock costs rather than simply using the maximum allowable per tree. If distributing educational materials, specify the publication name and the quantity to be ordered.
- 4. **Project Timeline** listing planned tasks related to the project on a monthly basis.
- 5. **Submit the Completed Pre-Proposal Application to:**  
Glenn Flamik, Urban Forestry Program Administrator  
California Department of Forestry and Fire Protection  
Post Office Box 944246  
Sacramento, CA 94244-2460  
Telephone: (916) 651-6423  
Email: [glenn.flamik@fire.ca.gov](mailto:glenn.flamik@fire.ca.gov)

### **Pre-Proposal Application Review**

Pre-proposals will be screened for compatibility with this request, and then forwarded to the Urban Forestry Field Specialist representing the project area. The Urban Forestry Field Specialist will contact the applicant within 60 days and either invite them to submit a full Proposal or explain why the application has been rejected. The full Proposal will include site specific recommendations of the Urban Forestry Field Specialist and any requested documentation to ensure the Project can be completed as proposed. Full Proposals will then be forwarded to the Urban Forestry Program Administrator for ranking and recommendation for funding to the Director of the Department of Forestry and Fire Protection on a monthly basis.

For those full Proposals that have been approved, the Director shall notify the applicant that he/she has been awarded a grant for the project. The Director shall forward to the applicant a proposed grant agreement indicating that the final agreement is to be developed through negotiations to represent the interests of both parties and that the funds will be encumbered when a final agreement has been reached. The applicant may then either withdraw its application or complete the negotiations and execute a grant agreement. When the grant agreement is executed, the Director will make the grant funds available to the recipient in the manner and at the times specified in the agreement.



California Department of Forestry and Fire Protection  
2005/2006 Green Trees for The Golden State

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**Pre-Proposal Cover Sheet**

Form #1

**Grant Applicant:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Grant Amount Requested:** \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_ County: \_\_\_\_\_

Applicant's Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Summarize the proposed project in 100 words or less. This summary is not a substitute for the two-page project narrative described in the grant guidelines.

By signing below, the applicant's representative certifies the following: "I have been designated by the governing body of my entity to act as authorized representative of the applying entity; I have read and understand all sections of this application packet and certify that the information presented in the attached grant proposal is accurate. I agree to comply with all requirements set forth in the grant guidelines, and I understand that failure to comply with reporting requirements will result in forfeiture of grant moneys."

\_\_\_\_\_  
(Signature of applicant's authorized representative)

\_\_\_\_\_  
(date)

California Department of Forestry and Fire Protection

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**Pre-Proposal Itemized Budget**

From #2

**Grant Applicant:** \_\_\_\_\_

This itemized budget should include the best estimate of costs and matching funds to carry out the proposed project and should include only eligible expenses as set forth in the guidelines. A cost sharing match of 10-75% is required. Matching funds from in-kind donations, volunteer assistance, or non-federal monetary contributions are allowable to help document how funds for this program are leveraged.

**Example:**

<b>Materials:</b>	<b>Grant Request</b>	<b>Matching Funds</b>
37 trees @\$55/tree	\$2035.00	
Arborist 10 hrs. @\$45/hr.		\$450.00
Tree care or planting volunteers 150 hrs. @\$17.55/hr		\$2,632.50

	<b>Grant Request</b>	<b>Matching Funds</b>
<b>TREES AND PLANTING MATERIALS:</b> <i>(Includes tree stock, stakes, amendment, tree maintenance supplies, etc.)</i>		
<b>EDUCATION AND SIGNAGE:</b> <i>(Note: Not to exceed 5% for education and \$1000 for signage)</i>		

	Grant Request	Matching Funds
<b>ADMINISTRATION AND OVERHEAD:</b> <i>(Includes phone, copying, postage, facility rental, office supplies, and insurance related to the project) – For nonprofits only – Maximum 10% of State project costs.</i>		

**Total Amounts**      \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Budget prepared by:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## **Supporting Information**

### **Eligible Trees:**

Use SelecTree (<http://selecttree.calpoly.edu>) to find trees that are appropriate for your planting site. Trees need to be suitable to the local climate, available water and conditions of the planting site.

### **Ineligible Trees:**

- species not commonly recognized as growing to a height of at least 30 feet at maturity unless required for a site with limited space
- species that are ill-adapted to the local climate
- those that are short-lived, pest-prone, a nuisance or otherwise undesirable
- invasive species; see California Invasive Plant Council at [www.caleppc.org](http://www.caleppc.org)
- palms

### **A Must Read:**

[www.ufe.org/Standards&Specs.html](http://www.ufe.org/Standards&Specs.html)

### **Includes:**

[Standards for Purchasing Container Grown Landscape Trees](#)  
[Tree Planting Specifications](#)  
[Minimum Maintenance Requirements](#)

**The standards, specifications and requirements listed above will be a condition of all awarded grants. They must be met to qualify for reimbursement.**